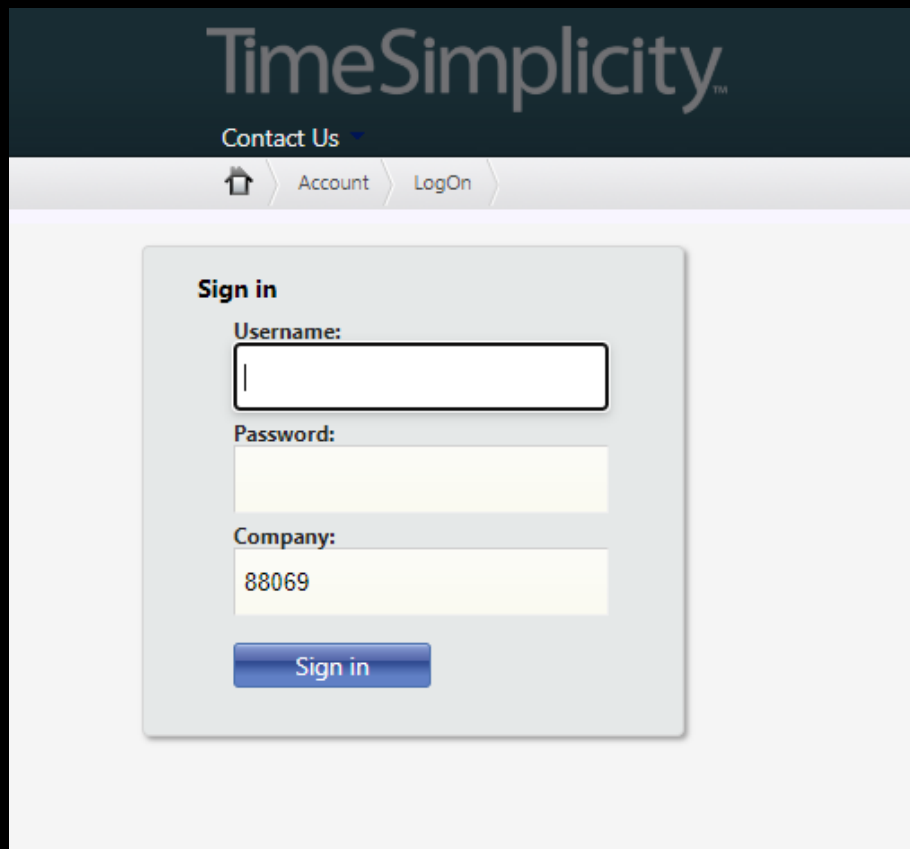




# TIMESIMPLICITY

Digital schedule program

# TO LOGIN GO TO WEBSITE TS.PAYROLLSERVERS.US



TimeSimplicity™

Contact Us

Account LogOn

**Sign in**

Username:

Password:

Company:  
88069

Sign in

- Username is the first initial of you first name and your full last name (all lowercase)
- Password is the first initial of your first name, your full last name, and 123 at the end (all lowercase)
- Company ID **88069**

Example for Test Driver:  
Username: tdriver  
Password: tdriver123

# CHECK YOUR SCHEDULE ONLINE OR FROM YOUR PHONE!

Once you've logged in, you can view all of your scheduled shifts by month.

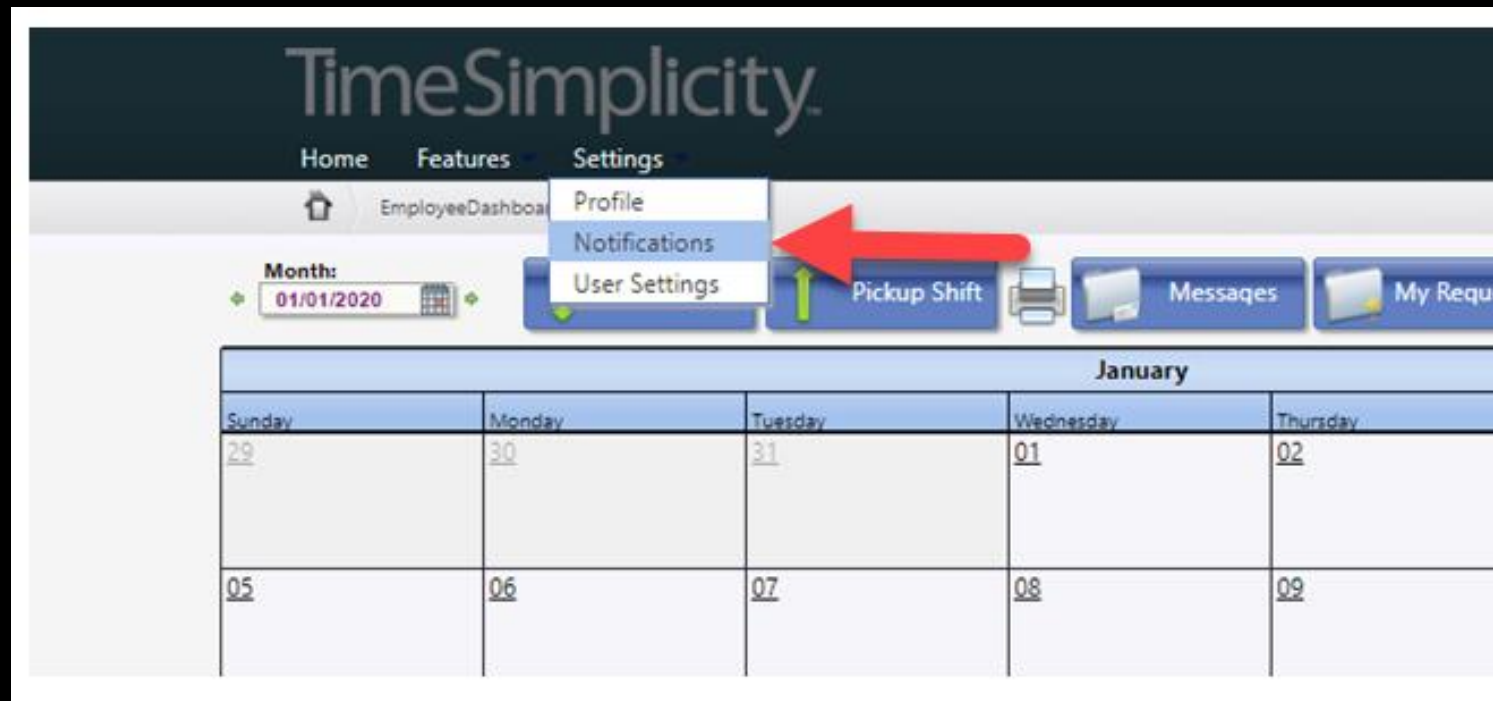
Double click on the day for more info about the shift.

The screenshot displays the TimeSimplicity Employee Dashboard. At the top, there are navigation links for Home, Features, and Settings. Below this is the EmployeeDashboard header. The main interface includes a 'Month:' selector set to 07/01/2020, and several action buttons: Drop Shift (with a downward arrow), Pickup Shift (with an upward arrow), Messages, and My Requests. The central part of the dashboard is a calendar grid for the month of July, with columns for each day of the week. The grid shows scheduled shifts for various days, including CAR 4B, RT 2D, BASE A, CAR 4A, and EXTRABOARD. A 'Pending Pickup request' is noted for Wednesday, July 29th.

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13 CAR 4B 12:15-20:15 CAR BUS DRIVER	14	15	16 RT 2D 17:30-21:00 BUS DRIVER	17 CAR 4B 12:15-20:15 CAR BUS DRIVER	18
19	20 BASE A 04:25-12:00 DISPATCHER	21 CAR 4A 07:25-12:00 CAR BUS DRIVER	22	23	24 EXTRABOARD 04:30-08:30 FLEX DRIVER	25
26	27	28	29 Pending Pickup request	30	31	01

# NOTIFICATIONS

Set your account to receive email and/or text messages for shift updates, available shifts, and daily shift reminders!



The screenshot displays the TimeSimplicity Employee Dashboard. At the top, there is a navigation bar with 'Home', 'Features', and 'Settings'. Below this, a dropdown menu is open under 'Settings', with 'Notifications' highlighted. A red arrow points to the 'Notifications' option. Other menu items include 'Profile' and 'User Settings'. Below the navigation, there is a 'Month:' selector set to '01/01/2020'. To the right, there are buttons for 'Pickup Shift', 'Messages', and 'My Request'. The main content area shows a calendar for January, with days of the week and dates (29, 30, 31, 01, 02, 05, 06, 07, 08, 09) visible.

# OPT IN FOR TEXT MESSAGING

TimeSimplicity

Home Features Settings

Notify


Edit » **Employee Notifications**

Description	Email Enabled	Text Enabled
<a href="#">Schedule Published</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Shift Added/Modified/Removed</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Schedule Change/Remove Request Decision</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Preference Change Request Decision</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Open shift becomes available</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Daily Schedule Reminder</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Forgot to Clock In</a>	<input type="checkbox"/>	<input type="checkbox"/>

Displaying items 1 - 7 of 7

**Enable Email Notifications:**  
Enabled

**Enable Text Notifications:**  
Enabled



Enable Text Notifications

Click OK if you would like to receive text messages related to your work schedule from TimeSimplicity on your mobile phone. Click CANCEL if you do not want to receive text messages from TimeSimplicity.

If you click OK, a confirmation text message will be sent to your phone. Reply HELP for help, STOP to cancel.


Message frequency varies. Message and data rates apply.

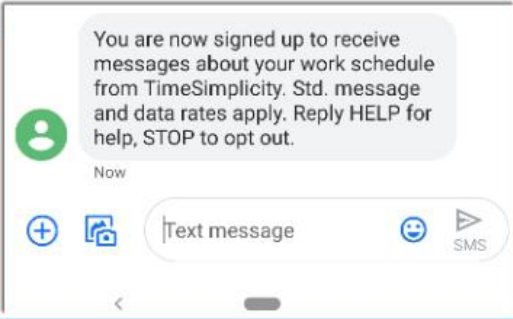
[Terms of Service](#)  
[Privacy Policy](#)

OK Cancel

You are now signed up to receive messages about your work schedule from TimeSimplicity. Std. message and data rates apply. Reply HELP for help, STOP to opt out.

Now

Text message 



## Notification Types

The type of events for which you can receive notifications are:

- **Schedule Published** - You'll be notified that the schedule for your Workgroup is finished and a summary of your shifts will be included in the message. If you belong to multiple Workgroups, you may not receive all your schedules at once if a second Workgroup's schedule is yet to be published.
- **Shift Added/Modified/Removed** - If any part of your schedule is changed by a manager after it's published, then you will be notified.
- **Schedule Change/Remove Request Decision** - If you have dropped or offered to pick up a shift, you'll receive a notification once a manager approves the request.
- **Preference Change Request Decision** - If you have submitted a Schedule Preference grid to your manger, you will receive a notification once it's approved.
- **Open Shift Becomes Available** - If a manager has added an open shift, or a coworker has offered their shift, you'll receive a notification *if you are eligible to work it*.
- **Daily Schedule Reminder** - Reminds you about your shift on a scheduled day. Includes the option to select a time for the notification.
- **Forgot to clock in** - If your shift has started and you haven't clocked in, this notification will remind you. *This notification is only available if you are using our timekeeping system.* **CVTD does not have this notification**

## Notification Delivery

Notifications are not always sent immediately. The following criteria is used when sending notifications:

- Changes to your published schedule
  - **in the next two weeks** will be sent within moments of the change.
  - **beyond the next two weeks** will be sent within 2 hours of the change.
- Decisions on open shifts
  - **in the next 24 hours** will be sent within moments of the change.
  - **beyond the next 24 hours** will be sent within 2 hours of the change.

If you are not receiving notifications, check your phone and email in your profile. Also make sure emails aren't being directed into a spam folder.

# PICKING UP SHIFTS

Search for available shifts

The screenshot shows the TimeSimplicity Employee Dashboard for July 2020. The 'Available Shifts To Pickup' window is open, displaying a table of unassigned shifts. The table has columns for Type, Department, From, Name, Date, Shift, Hours, Title, Comments, and Notes. The shifts listed are:

Type	Department	From	Name	Date	Shift	Hours	Title	Comments	Notes
Unassigned	OPERATIONS	OPEN SHIFT	CAR 5B	Wed 07/29	11:30 - 17:45	6.25	CAR BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	RT 15PB	Wed 07/29	14:30 - 17:55	3.41	BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	RT 7D	Wed 07/29	17:15 - 21:00	3.75	BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	BASE A	Thu 07/30	04:25 - 12:00	7.58	DISPATCHER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	BLUE 1A2B	Thu 07/30	05:40 - 13:30	7.83	BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	CAR 4A	Thu 07/30	07:25 - 12:00	4.58	CAR BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	CAR 5B	Thu 07/30	11:30 - 17:45	6.25	CAR BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	RT 9D	Thu 07/30	17:15 - 21:00	3.75	BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	RT 2D	Thu 07/30	17:15 - 21:00	3.75	BUS DRIVER	Unassigned shift	
Unassigned	OPERATIONS	OPEN SHIFT	BASE A	Fri 07/31	04:25 - 12:00	7.58	DISPATCHER	Unassigned shift	

The screenshot shows the TimeSimplicity Employee Dashboard for July 2020. The 'Available Shifts To Pickup' window is open, and a 'Confirmation' dialog box is displayed over the table. The dialog asks 'Pick up selected shift?' with 'Ok' and 'Cancel' buttons. The table data is the same as in the previous screenshot.

Sign up online! Dispatch/Supervisor will review and approve/deny based on your allowable hours

# SUBMIT A TIME OFF REQUEST

TimeSimplicity

Home Features Settings

EmployeeDashboard

Month: 07/01/2020

Drop Shift Pickup Shift Messages My Requests

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05					10	11
12				T 2D 0-21:00 DRIVER	17 CAR 48 12:15-20:15 CAR BUS DRIVER	18
19					24 EXTRABOARD 04:30-08:30 FLEX DRIVER	25
26					31	01

**Drop Shift Request**

Portion Of Shift:  
 Drop Full Shift  Drop First Part of Shift  Drop Last Part of Shift

Start Time: 04:30 Stop Time: 08:30

Comments:

Continue Cancel

**Drop Shift**

Remember, you are still responsible for this shift until it is picked up and approved by management.

Ok Cancel

Once requested, your shift will appear in the “pickup shift” list so your coworkers to sign up.

Once someone is approved to accept the shift, it will be removed from your calendar.



# PTO PROCESS (FULL TIME EMPLOYEES)

- There are no changes to the existing PTO process for full time employees.
- Submit your PTO request form 14-60 days in advance
  - Once approved, your shift for the day will appear on the calendar as “PTO” with the scheduled PTO hours listed.
  - If denied, you will receive a copy of the request with the reason for the denial.

# TRANSITION PERIOD

We will have both a digital and printed sign up sheet for a few weeks as we transition to this new program.

Please be patient during the transition period, we're all learning together.

If you have problems with your access to the website, are not seeing available shifts, or have any other questions about the program, please contact Gillian.